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Application for

RECORDS DISPOSITION STANDARD GEORGIA

	Application Into	INNTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	JUN 22 1973 73	Patton No. Date Complesed 431-AJUN 28 1973
3.		portation	Mel Bradford 5. Working Title	6. Tel. No.
	Atlanta, Georgia		R.11.0.	656-5253
7.	ACTION REQUESTED			
C	ESTABLISH DISPOSITION RECORD WILL CONTIN		SE OF PRESENT ACCUM RTHER ACCUMULATION	
2.	Earliest & Latest Dales of	Series 9. Exact Series Title		
	2020 = Co Datio	Georgia Highw	ay Authority Proje	et File
Ĵ,	What is the function of the	office in which this record series is created		
•	procurement and adm	audits and fiscal procedures, perso inistration, equipment control, purc les, records management, Department	hasing, inventory	and warehouse
		•		
1.	Documents relating Authority projects See attached list f	wing documents (include form numbers and titles to the construction of roads and bri are funded through bond issues. For documents included in the series. ed numerically by project number.	dges financed by	

ATTACH SAMPLES OF THE FILE

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12	EQULINENT OCCUPIED	No. of Drawers	Cu. Pt. of Records		No. of Drawers Co. FL of Records
	Latter-wize File Drawers	115	172	annual grate of accuration	10 15
()m	Legal-sire File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
. T					This Last Preceding All Prior Year's Year's Year's
		f .		AVERAGE DAILY REFERENCES	

						Paragraphy and a second se Second second	
QUESTIONNAIRE		· · · · · · · · · · · · · · · · · · ·	nn. If answer is "YES	perage explain			ÈS N
13. Is this the Record	Copy of the	ne series?	en e			•	X]
14. Is there a duplicat	ion of this	series in another	office or agency?				x] [
15. Is the information	contained	in this series eve	er summarized or p	published? Attac	h copy of summar	y or publication. (1
16. Does the series co	ontain class	sified information	requiring security	handling?			3 1
17. Does the series in	itial e, a men	nd or terminate ag	gency policies and	procedures?			. 3 . 1
18. Could the function	n be perfor	rmed if the files	were lost or destr	oyed?			x] [
19. Is the series (or m	ajor portio	n of it) regularly i	microfilmed? If ye	s, why?] [
20. Does the record s	cries provid	de data as input	to an EDP file?] [
21. Does the record s	aries conta	in documentation	n produced as ED	P printout?		(x] [
22. Has the Federal C	Government	Issued Instruction	one gavarning rete	antion/dispositio	n of these files?		
23. Will there be a n	eed for the	ese records 10, 1	5 years from now	? If yes, what?			x1 [
24. REQUIREMENTS.	The followi	ng requires the fi	les to be kept	20 ye	ars:		
			•				
LAW Georgia Code / 20 years ofter	(C Annotated	d Section 3-7		pon sealed c		· ·	dtt.
					he are all at the	and of each	
25. AGENCY RECOMM -[] CALENDAR		VS: This agency [] FISCAL YEA		the file series $-[\chi]$ Other	Final State	*	the
		•	•	• •	contractors	A CONTRACT OF THE PROPERTY OF	
71 646 4							
Place file in file at the en to Records Cen	nd of th	e calendar y	ear; transfer	project fil	lect le		
		•	•				
		•					
• .							
			•	1		***	100 miles
Attach Samples				Hand of Approvi	THE RESIDENCE OF THE PARTY OF T	n Chengul	7
		eries	[] Disapproved	Read of Agency/I	Designee	n Cheful	Date /
		[] Approved	[] Disapproved [] Disapproved	Head of Agency/I	Doelgnoe dita/Designoe	naherful	Det/6
26. Recommendations		[] Approved		Department of Australia Secretary of State	Doeignee dits/Designee	nahagud in 2000e	Date
26. Recommendations in Paragraph	State Records	[] Approved [Approved	[] Disapproved	Department of Australia Secretary of State	Doeignee dits/Designee	nahagud in 20 me	Dete/c



Application Date

Agency Application No.

Amended 10/3/74; 74-352.4 74-353

STATE OF GEORGIA

Application for

DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

OF
ORGIA RECORDS DISPOSITION STANDARD

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Date Received Application No. Date Completed
JUN 22 1973 73-434 JUN 28 1973

•	AGENCY. Division. Subdivision a Administering Office Address Department of Transportation	
	Division of Administration Office of General Support Services- General Atlanta, Georgia	Files

5. Working Title R.M.O.	6, Tei. No. 656-5253
Mel Bradford	
70	

7. ACTION REQUESTED

	ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	· [
X	RECORD WILL CONTINUE TO ACCUMULATE.	

DIADAGE OF DEFORME ACCUMULATIONS.
DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED
IN TOKINER ACCOMPLATION ANTON ALES

8. Earliest & Latest Dates of Series

9. Exact Series Title

1920 - To Date

Georgia Highway Authority Project File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget, and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the construction of roads and bridges financed by Authority funds. Authority projects are funded through bond issues.

See attached list for documents included in the series.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12 EQUIPMENT OCCUPIED		Cu. Ft. of Records		No. of	Drawers	Cu. Ft. of	Records
Latter-size File Drawers	115	· 1 7 2	Annual rate of accumulation	10)	15	
Legal-size File Drawers	managan dan dan menganya atah dalamba. Per	The second secon	Floor Space Occupied (Square Feet)	In Of	lice(s) II	Storage A	rea(a)
***		a da ser esta provincia di seria seria seria di sela di seria di sela di seria di sela di sela di sela di sela		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES				

F	QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	S NO
13.	. Is this the Record Copy of the series?	
14.	Is there a duplication of this series in another office or agency?] []
15.	Is the information contained in this series ever summarized or published? Attach copy of summary or publication.] [x]
16.	Does the series contain classified information requiring security handling?] (x)
17.	Does the series initiate, amend or terminate agency policies and procedures?] [X]
18.	Could the function be performed if the files were lost or destroyed?	
19.	Is the series (or major portion of it) regularly microfilmed? If yes, why?] [x]
20.	Does the record series provide data as input to an EDP file?] [X]
21.	Does the record series contain documentation produced as EDP printout?	
22.	Has the Federal Government issued instructions governing retention/disposition of these files?] [X]
23.	Will there be a need for these records 10, 15 years from now? If yes, what?] []
24.	REQUIREMENTS. The following requires the files to be kept	
	a. [] STATE b. [x] STATUTE OF c. [] AUDIT d. [] FEDERAL e. [] ADMINISTRATIVE f. [] HIS	TORICAL
	LAW LIMITATION PERIOD LAW DECISION VAL (Cite Law, Statute, or other reason for the retention requirement)	
	Georgia Code Annotated Section 3-703- action upon sealed contracts shall be brought wi 20 years after the right of action shall have accrued.	thin
25.	AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each	:
	-[] CALENDAR YEAR -[] FISCAL YEAR -[x] Other Finel State payments to contractors	then:
		~ ·
	Place file in inactive project file; cut off inactive project	
	file at the end of the calendar year; transfer project file to Records Center; hold 20 years; then destroy.)
[:		
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	Attach Samples of the Series Records Management Office of the Series	Date /5/73
26.	Recommendations [] Approved [] Disapproved Recommendations [] Recommendations [] Proved [] Disapproved Recommendations Recommendations [] Approved [] Disapproved Recommendations Recommend	Date 6/6/73
	in Paragraph State [V] Approved [] Disapproved Department of Audits/Designee () Approved [] Disapproved Department of Audits/Designee Department of	Date 16-26-73
	25 are: Record [Apploved [] Disapproved Secretary of State/Designed	Date 6-22-73
	Committee [1] Approved [] Disapproved Department of Law Decignee []	6.73